



A Little World for Big Thinkers

2016-2017 Field Trip Payment Form & Policies

Deposit Information

A non-refundable deposit of \$50 is due with Imagi Nation LLC's initial receipt of the completed Field Trip Contract. If your first or second choice field trip dates are unavailable, the deposit will not be processed until a date has been agreed upon.

Deposits may be in the form of a check or credit card. **If a deposit is not received, dates will not be held.**

Method of Payment:

Credit Card: Visa Mastercard American Express Discover Check
If check, please provide the issuer's name: _____ Mailed on: _____

**If you are not paying by credit card, please attach your check with this form.*

Credit Card Authorization:

Name of Cardholder (please print): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Cardholder Email: _____ Cardholder Phone: _____

Card Number: _____ Exp. Date: _____ 3-Digit Security Code: _____

Signature: _____ Amount to be Charged*: \$ _____

***Organizations that are not tax-exempt must enter \$53.00 to include 6% PA sales tax.**

Payment Information:

Once the Field Trip Contract and non-refundable deposit have been accepted, your date will be verified by email and held. You will receive a Deposit Confirmation and Invoice for the total balance due. **Final balance is due two (2) weeks prior to field trip date.**

A \$35 late fee will be charged for all payments made after the due date. Reservations are subject to cancellation if payments are not received by the required date. Deposits are non-refundable, however a new date may be reserved with initial deposit according to the cancellation/refund policy. After final payment has been processed, it is non-refundable. All sales are final.

Any additional guests above the final count after final payment has been made will need to pay general admission of \$12.95/person the day of your visit.

PLEASE INITIAL: _____

I have read and understand Imagi Nation LLC's Field Trip payment policies and verify that I understand and accept Imagi Nation LLC's terms of agreement for field trip payments.

Signature: _____ Printed Name: _____

Title: _____ Date: _____